Vendor Self-Serve Registration

for Vendors new to the Bay County Purchasing Process

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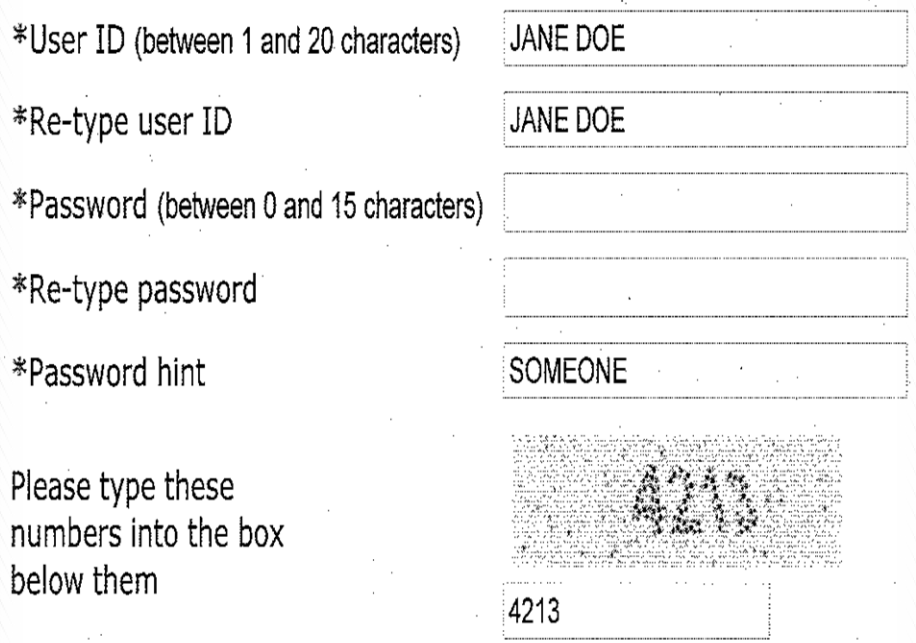
Also included in this document are sample emails you will receive upon completion of the process

Step 1: Create User ID & Password

User ID: this is your personal login

Password: your personal password



Step 2: General Information

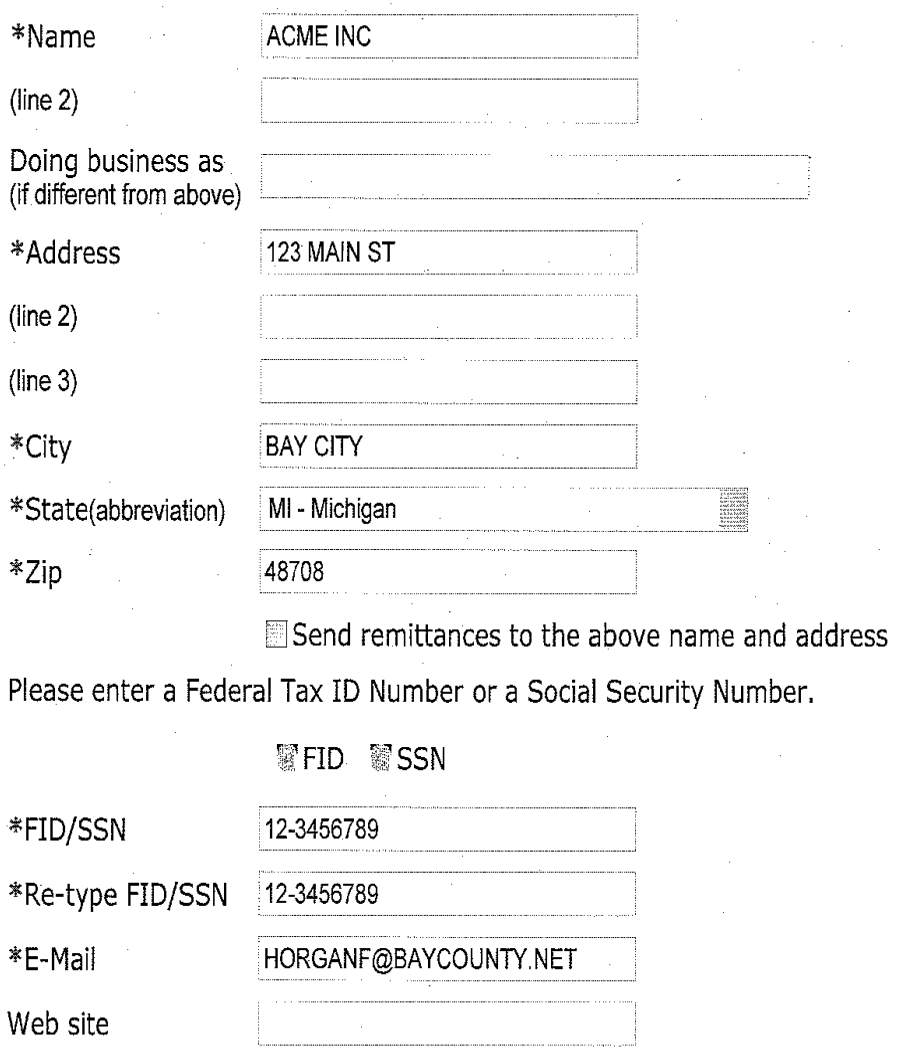
Name: Company Name

Address, City, State, Zip: This is the company's location

FID/SSN: Most companies will use a FID which stands for Federal ID Number. This must be included to be a registered vendor of Bay County

E-mail: Where are you receiving correspondence

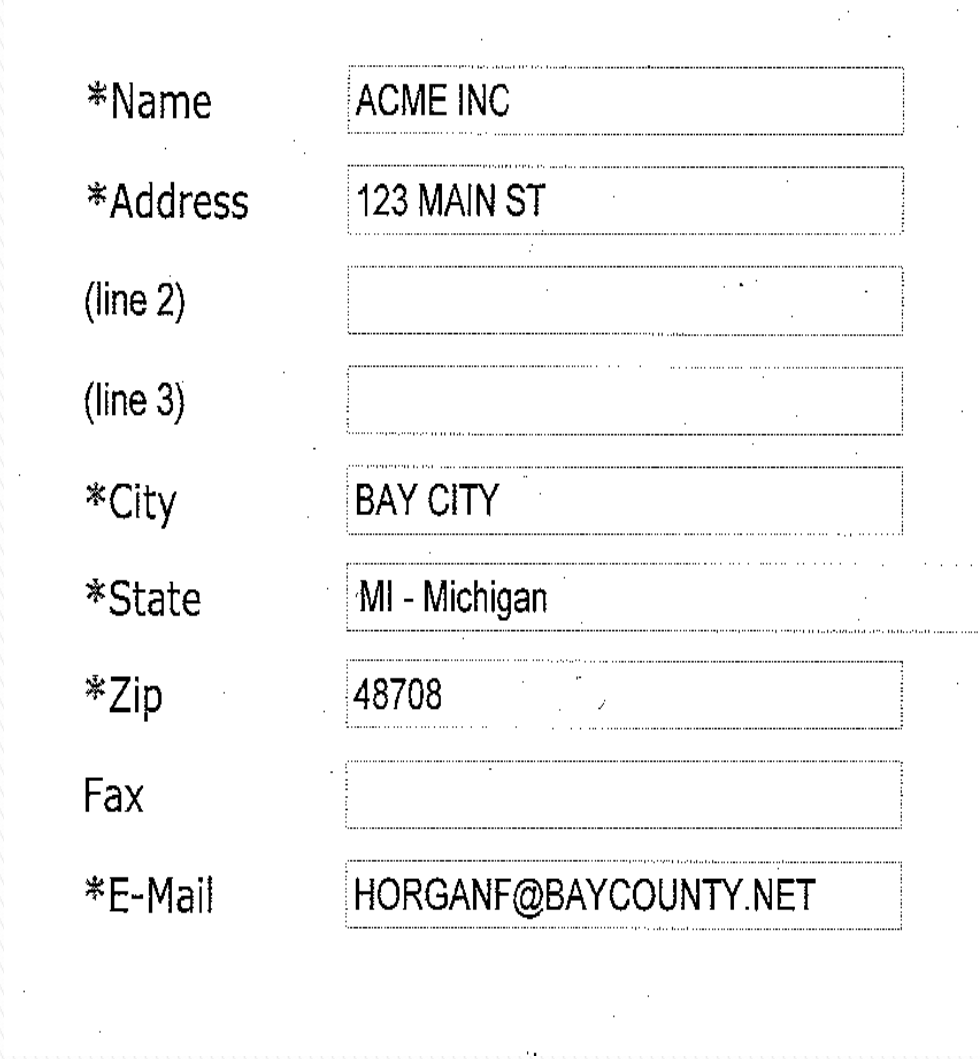
Web-site: Placing your website information will provide Bay County employees a place to search for your information



Step 3:Remittance Information

If this is different from your Company information please complete this section

If you checked “Send remittances to the above name and address” this will automatically populate



Step 4: Contacts & Communication Preferences

If you would like purchase orders e-mailed to you, an e-mail address must be provided

Please provide the details of at least one contact individual, and specify your preferred methods for receiving communications.

Contact person 1

*Name	JANE DOE
*Phone	989-515-1234
Fax	989-515-6543
E-Mail	JANEDOE@ACME.COM

Contact person 2

Name	JOHN DOE
Phone	989-515-1235
Fax	989-515-6543
E-Mail	JOHNDOE@ACME.COM

Your preferred method(s) for receiving purchasing advice.

- ☑ Mail
- ☐ Fax
- ☑ E-Mail

Step 5: Review

After clicking “register” you will receive an e-mail notifying you that your request to be added as a Registered User to the Vendor Self Serve website has been completed

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information

Name/DBA	ACME INC
Address	123 MAIN ST BAY CITY, MI 48708
FID	12-3456789
E-Mail	HORGANF@BAYCOUNTY.NET
Web Site	

Remittance Information

Name	ACME INC
Address	123 MAIN ST BAY CITY, MI 48708
Fax	
E-Mail	HORGANF@BAYCOUNTY.NET
Correspondence Preferences (pay advice)	None selected

Contacts and Communication Preferences

Contact Person 1	JANE DOE Phone: 989-515-1234 Fax: 989-515-6543 E-Mail: JANEDOE@ACME.COM
Contact Person 2	JOHN DOE Phone: 989-515-1235 Fax: 989-515-6543 E-Mail: JOHNDOE@ACME.COM
Correspondence Preferences (purchasing)	Mail, Email

Completed Registeration

From: <noreply@baycounty.net>
To: <HORGANF@BAYCOUNTY.NET>
Date: 3/31/2010 9:35 AM
Subject: Vendor Registration Complete

Dear ACME INC,
We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website. Please read the following information carefully and be sure to save this message in a safe location for future reference.
Website Address: http://bayco-finintweb/MSSTrain
Username: JANE DOE

This is a system generated e-mail notifying you that your request has been processed and will provide you with the website address and your user name

Registration Finalized

Purchasing Administrative Services - Vendor Registration Finalized

From: Purchasing Administrative Services
Date: 4/14/2010 12:28 PM
Subject: Vendor Registration Finalized

Dear <Vendor>,

We are pleased to inform you that your request to be added as a Registered User to the Vendor Self Serve website has been completed and processed by the Purchasing Office of Bay County.

Please read the following information carefully and be sure to save this message in a sage location for future reference.

Website address: http://bayco-finextweb/MSSLive
Vendor number: #####

This e-mail will be sent to you by the Purchasing Office notifying you that a vendor number has been assigned and the registration process is complete

Assistance

- If you need any assistance or have any questions please feel free to contact Frances Horgan, Bay County Purchasing Agent at 989-895-4037 or by e-mail: VSS@baycounty.net

- Thank you